



COMMONWEALTH *of* VIRGINIA

DEPARTMENT OF EDUCATION

**HIGH SCHOOL BASED
EMERGENCY MEDICAL TECHNICIAN
BASIC
EDUCATIONAL PROGRAMS**

August 2005

Preface: The increasing emergency medical demands of an aging population have placed a burden on many communities in meeting these demands. One of the mechanisms for meeting this demand is to introduce emergency medical programs to students during high school. This document was developed through a joint effort of the Virginia Office of Emergency Medical Services (OEMS) and the Virginia Department of Education to provide guidance to local school systems in establishing consistent standards for EMT programs. The recommendations provided were derived from the vast experience of instructors currently providing the EMT-Basic program in diverse environments and current regulations.

Purpose: The purpose of this document is to establish guidelines to insure quality and consistency in Emergency Medical Technician – Basic programs offered in high schools throughout the Commonwealth of Virginia.

Scope: This document is to provide the foundation for establishing and conducting an Emergency Medical Technician – Basic program within the high school setting in accordance with the regulations of the Virginia Office of EMS and the Virginia Department of Education. All EMT-Basic courses must be conducted in accordance with Virginia Emergency Medical Services Regulations 12 VAC 5-31 and the Virginia Office of EMS Training Programs Administrative Manual. This document will outline the requirements for course length, Medical Direction, Instructor/Coordinator selection criteria, student selection criteria, student/parent information, textbook selection, clinical requirements, testing requirements and equipment requirements.

Course Length: The minimum course length will allow for 150 hours of student/instructor contact in a didactic and lab setting taught in a minimum of 2-hour blocks by an OEMS certified EMT-Instructor. The course length must take into consideration requirements for other school activities (i.e. assemblies, field trips, required testing, etc.) and may require more than 150 hours to complete. The ratio for practical labs must be maintained at a 6:1 student/instructor ratio. This could also increase the time required to complete the course of study if sufficient additional instructors are not available.

Medical Direction: All Emergency Medical Technician – Basic courses must be endorsed by a Physician Course Director. The Physician Course Director must hold current endorsement as an EMS physician issued by the Office of EMS in accordance with 12 VAC 5-31-1800 and 12 VAC 5-31-1810.

Instructor/Coordinator Selection: The Instructor/Coordinator for this program must possess and maintain a current Virginia OEMS Basic Life Support Instructor/Coordinator certification in accordance with 12 VAC 5-31-1310. If the instructor is employed by the school system they must possess a Professional Technical License as a teacher. As the physical and developmental ages of high school students is different than those of regular EMT classes, it is highly recommended that any EMT-

Instructor/Coordinator not employed by the school system be encouraged to obtain Professional Technical Licensure as a teacher.

Student Selection Criteria: Due to the nature of emergency medicine and the stresses the student will be exposed to, it is imperative that students and parents be aware of the nature of the course. All students enrolled in the EMT-Basic course must be 16 years of age at the start date of the EMT-Basic program and meet all Basic Life Support Student Requirements as specified in 12 VAC 5-31-1450 (Appendix A). All students less than 18 years old at the start of the course must have a signed OEMS Parental Permission Form on file prior to the start of the course. Students enrolled in this course will be required to complete clinical training and will be exposed to physical and mental stresses above those normally experienced in the school setting. These rotations may require after school or weekend hours to complete. To insure that prospective students and parents are informed and understand the nature of this course, an informational packet outlining the course requirements shall be given to each prospective student/parent for review prior to being enrolled in the course. The information packet should include at a minimum the following. A sample Informational Packet is included as Appendix B.

1. Letter from School
2. Letter from Course Coordinator or Department
3. Parental Notification form from Course Coordinator
4. Parental Approval Form from School
5. Atlantic EMS Council Functional Position Description for the EMT-Basic
6. Allowed accommodations to the Functional Job Position
7. Prerequisites for EMS Training
8. OEMS Student Permission Form
9. Immunization requirements and checklist
10. Hepatitis-B Non-Participation Form
11. Course Syllabus
12. Checklist of required forms needing signature

It is imperative that Guidance Counselors understand the requirements and nature of the course prior to assigning students. It is highly recommended that a test of each student's reading comprehension be conducted and the coordinator and school system establish acceptable levels for the course. Students with disabilities who are admitted to the program shall have an individualized education plan (IEP). The coordinator of the Emergency Medical Technician program shall meet with the special education committee to develop the IEP.

Curriculum: The Emergency Medical Technician – Basic course is to be taught in accordance with the U.S. DOT National Standard Curriculum, 1994 Revision and the 2002 Supplemental Airway Modules for the 1994 Emergency Medical Technician-Basic: NSC. There are many different EMT textbooks available on the market, written to different reading levels. It is important that the textbook utilized in the course be of a reading level comparable with the students level.

Clinical Requirements: The Virginia Office of Emergency Medical Services has established the required clinical requirements for certification at the EMT-Basic level. A minimum of ten (10) hours clinical rotation with a minimum of two (2) patient contacts is required. The required clinical rotations may be accomplished in the hospital Emergency Department or as Ride-Along tours with local EMS agencies. The coordination of these rotations may require completion outside of normal school hours. The school system is responsible for determining transportation requirements for these rotations.

The school system is required to insure contractual agreements with the local health care facility or emergency medical service agency are in place that will permit the students to complete the “clinical component” of the program prior to the start of the program.

The school system is responsible for insuring all required medical and liability insurance for the student is in effect prior to the start of classes.

Testing requirements: Testing requirements for the completion of the course of study to receive school credit are established by the school system and the course coordinator. It is highly recommended that a comprehensive written and practical exam be administered at the end of each module. Though not required, it is highly recommended that students qualify for and take the examination for certification as a Commonwealth of Virginia EMT-Basic. For the student to receive Verified SOL Credit for the course, they must qualify for and successfully complete the Virginia EMT-Basic written and practical certification exams.

Equipment Requirements: The minimum required equipment has been set by the Office of EMS to facilitate the Practical Lab sections of the course. It is imperative that a minimum set of equipment be available for each student group while maintaining a 6:1 student to instructor ratio. The minimum equipment requirements are included as Appendix C. The Office of EMS has prepared an interactive spreadsheet that will insure sufficient equipment is available for classes of differing sizes. By placing the number of students in the specified section of the spreadsheet, the number of sets of equipment is automatically calculated. This chart is available by contacting the Virginia Office of EMS.

General Recommendations: It is recommended that each school system having an EMT-Basic program look into the possibility of entering into a “Dual-Enrollment” or “Articulation” agreement with the local community college. These agreements allow students to obtain college level credit for course. Several programs in the Commonwealth are currently operating under this system with positive outcomes for both the institutions and the students.

It is also strongly recommended that the Course Coordinator hold a conference with each prospective student and their parents/guardian prior to enrollment in the course. During

this conference the coordinator can assure the parents/guardian as well as the student fully understand the physical and mental requirements of the EMT-Basic course.

APPENDIX A
PREREQUISITES FOR BASIC LEVEL PROGRAMS

PREREQUISITES FOR BASIC LEVEL PROGRAMS

To be eligible to attend an EMS First Responder, EMS First Responder Bridge, or an Emergency Medical Technician-Basic course in Virginia you must:

- A. Be proficient in reading, writing and speaking the English language.
- B. Be a minimum of 16 years of age at the beginning date of the certification course. If less than 18 years of age, you must provide the course coordinator with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course. If you are less than 18 years of age and affiliated with an EMS or other Public Safety agency, you must also provide the Course Coordinator with documentation from an Officer of the agency stating you will be covered by the agencies insurance while attending the course.
- C. Have no physical or mental impairment that would render them unable to perform all practical skills required for that level of certification
- D. Hold current certification in an Office of Emergency Medical Services approved cardiopulmonary resuscitation (CPR) course at the beginning date of the course. This certification must also be current at the time of state testing.
- E. Not have been convicted of or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:
 - 1. Have never been convicted or found guilty of any crime involving sexual misconduct where lack of affirmative consent by the victim is an element of the crime.
 - 2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm.
 - 3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploration) of a person entrusted to their care or protection in which the victim is a patient or is a resident of a health care facility.
 - 4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation or enrollment five years after the date of final release if no additional crimes of this type have been committed during that time.

(over)

5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation or enrollment five years after the date of final release if no additional felonies have been committed during that time
 6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia
 7. Have never been subject to a permanent revocation of license or certification by another state EMS office or recognized state or national healthcare provider licensing or certifying body.
- F. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions, and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.
- G. If you are bridging to the EMT-Basic certification level, you must hold a current Virginia certification at the EMS First Responder level.
- H. Be clean and neat in appearance.

May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class or clinicals, while on duty or when responding or assisting in the care of a patient.

APPENDIX B

PARENT/STUDENT INFORMATION PACKET

NOTE: These forms do not replace the forms that are required to be completed by the Course Coordinator at the start of the course.

YOUR LETTERHEAD

Dear Parent of Students Enrolled in Emergency Medical Technician:

Your son/daughter _____ (student name) is enrolled in the Emergency Medical Technician program at [insert your school]. This program is an elective course of study that your son/daughter has chosen. As with many courses dealing with emergency medical services, there are certain risks associated with participation in this course. Enclosed you will find information concerning the curriculum and numerous documents which require your signature. Please review the material with your child and sign your name, where appropriate. Please be aware that students enrolled in the EMT class will be required to show proof of current immunizations to include [insert your requirements] and a negative drug screen. These tests may be obtained through your private physician or through [insert your location]. Any and all costs incurred for the immunizations and drug screen are the sole responsibility of the student or their parents.

The EMT program is challenging, both physically and mentally. Regular attendance is necessary for your child to succeed. Equally important is that your child comes to class prepared. Please discuss these issues with your child to insure they are prepared to undertake the responsibility of fulfilling the requirements necessary for successful completion of this course.

Ideally, all require documentation should be received no later than [insert your date] in the office located at [insert your location]

Should you need assistance or have any questions, please contact [insert your point of contact]

Sincerely,

[signature block]

YOUR LETTERHEAD

PARENTAL NOTIFICATION FORM

Dear Parent/Legal Guardian:

Your daughter/son has enrolled in the Emergency Medical Technician (EMT) program at [insert your school]. [insert your coordinator] will serve as the coordinator of the EMT Program with a cadre of instructors. If you have any problems or concerns in reference to the program at any time, I would encourage you to contact [insert your coordinator with contact information].

You should be aware that emergency response work is an inherently dangerous activity. Although individual safety of response personnel is paramount and occupies a considerable portion of our training effort, there are risks: specifically, accidents, traumatic injury, exposure to communicable disease and emotional stress. I strongly encourage you to pay close attention to your child's behavior during the semester and to note any negative indications of stress to the instructional staff.

If we can provide further information, answer any questions or be of any benefit to you or to your child, please do not hesitate to contact me.

Sincerely,
{ Course Coordinator}
Signature block

Please sign this document and have your daughter/son return it to [course coordinator].

I acknowledge that I have reviewed this document with my child.

Signature of Student/Date

Signature of Parent/Legal Guardian/Date

[Insert name] Public Schools

Parental Approval for Students to Enroll in Emergency Medical Technician

My son/daughter, _____(student name) has my permission to enroll in the Emergency Medical Technician program. I have read information from [insert name] Public Schools about the program and fully understand the scope and intent of the program. These forms have been signed and returned to the appropriate personnel.

I further understand that I will not hold the supervising school personnel, the school administration, or [insert name] Public Schools liable for any accidents and/or injury to either person or property incurred during participation in this program.

Signature of Parent/Guardian

Date

ATLANTIC EMS COUNCIL FUNCTIONAL POSITION DESCRIPTION FOR THE EMERGENCY MEDICAL TECHNICIAN

INTRODUCTION

The following is a position description for the Emergency Medical Technician (EMT) within the Atlantic EMS Council states. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the EMT.

QUALIFICATIONS FOR STATE CERTIFICATION

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

COMPETENCIES

The Emergency Medical Technician must demonstrate competency in handling emergencies utilizing basic life support equipment and skills in accordance with the objectives in the U.S. Department of Transportation National Standard Curriculum for EMT to include having the ability to:

verbally communicate in person, via telephone and telecommunications using the English language.

hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene.

lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance) a height of 33 inches, a distance of 10 feet;

read and comprehend written materials under stressful conditions;

document, physically in writing, patient information in prescribed format;

demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;

bend, stoop, crawl, and walk on uneven surfaces;

meet minimum vision requirements to operate a motor vehicle within the state.

DESCRIPTION OF TASKS

Receives a dispatched call, verbally acknowledges the call, reads road maps, identifies the most expeditious route to the scene, and observes traffic ordinances and regulations.

Upon arrival at the scene, ensures that the vehicle is parked in a safe location. Safely performs size-up to determine scene safety including the presence of hazardous materials, mechanism of injury or illness, and the total number of patients. Performs triage and requests additional help as necessary.

In the absence of public safety personnel takes safety precautions to protect the injured and those assisting in the care of the patient(s).

Using body substance isolation techniques, protects the patient(s) and providers from possible contamination.

Inspects for medical identification emblems, bracelets or cards that provide patient emergency medical care information.

Determines nature and extent of illness or injury, checks respirations, auscultates breath sounds, takes pulses, auscultates/palpates blood pressure (including proper placement of the cuff), visually observes changes in skin color, establishes priority for emergency care. Based on assessment findings renders emergency care to adults, infants and children.

Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients, cardiac resuscitation, use of automated external defibrillators where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, bandaging wounds, treatment of shock (hypoperfusion), spinal immobilization and splinting of painful swollen or deformed extremities.

Manages medical patients to include, but are not limited to: assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies and suspected poisonings.

Performs interventions and assist patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors, and metered dose aerosol inhalers observing safety measures for others and self.

Responsible for the administration of oxygen, oral glucose and activated charcoal.

Reassures patients and bystanders by working in a confident, efficient manner.

Functions in varied environmental conditions such as lighted or darkened work areas, extreme heat, cold and moisture.

Performs in situations that create stress and tension on a regular basis.

Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely (to include proper strap placement). Communicates verbally for additional help as needed.

Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranging for the protection of property and evidence at that scene.

Lifts and moves patients into the ambulance and assures that the patient and stretcher are secured, continues emergency medical care enroute in accordance with local protocols.

Determines most appropriate facility for patient transport. Reports to the receiving facility, the nature and extent of injuries, and the number of patients being transported.

Observes patient enroute and administers care as directed by medical control or local protocol. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patient and appropriate equipment from ambulance and into receiving facility.

Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon request, provides assistance to the receiving facility staff.

Disposes of contaminated supplies in accordance with established guidelines, decontaminates vehicle interior, sends used supplies for sterilization.

Maintains ambulance in operable condition, which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure.

Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.

Attends continuing education and or refresher training programs as required by EMS agency, medical direction, and/or certifying agency.

Meets qualifications within the functional job analysis of the EMT.

**VIRGINIA OFFICE
OF
EMERGENCY MEDICAL SERVICES**

**109 GOVERNOR ST – SUITE UB-55
RICHMOND, VIRGINIA 23219**

**(804) 864-7600
(804) 865-7580**

www.vdh.virginia.gov/oems

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support (BLS) program believe they need to pursue an accommodation.

Completion of Individual Educational Plan (IEP) will not substitute for a Virginia EMS Accommodation.

I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skill examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example is one dealing with skill examinations that must be performed within established periods.

Performing a skill within a certain period can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within periods are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all pre-hospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services.

There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on the case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frame will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.
2. No accommodation will be made in a training program that is not reasonably available in a pre-hospital environment. Students may use performance aids which could be readily available and easily accessible in the pre-hospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.
3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.
5. A written examination with a reading level that is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. In addition, the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. *Requesting an Accommodation*

"Accommodation Request" forms are available from the Office of emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability, which would impact your performance on the written examination, must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for pre-registration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability, which would negatively affect one's performance on the written examination, must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.

Virginia Department of Health
Office of Emergency Medical Services

Accommodation Request

Complete and submit this form (including requested attachments) to the State EMS Office if you have a documented disability that will negatively affect your performance on the state written or practical certification/licensure examination. The state EMS office offers reasonable and appropriate accommodations for written and /or practical certification examinations for individuals with documented disabilities.

ATTACH a statement on letterhead stationery from a professional who is familiar with your disability (the professional must have expertise in the specific disability for which the accommodation is being requested). A professional must sign this statement, confirm, and describe the disability for which the accommodation is required. THIS INFORMATION WILL NOT BE FILED WITH YOUR APPLICATION OR TEST RESULTS AND WILL BE CONFIDENTIAL.

I have reviewed the essential job elements and functions for the level of training. I am seeking and request the following accommodation due to my disability-related needs.

Please Print or Type

Name of Applicant: _____

First _____ Last _____
Middle _____

Address of Applicant: _____

Telephone Number: _____

Signature of individual completing this form

DATE

Printed name of individual completing this form



PREREQUISITES FOR EMS TRAINING PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT

109 Governor Street, UB-55
Richmond, Virginia 23219
1-800-523-6019 (VA only)
804-864-7600
FAX: 804-864-7580

Basic Life Support – Emergency Medical Technician and EMS First Responder

To be eligible to attend an EMS First Responder, EMS First Responder Bridge, or Emergency Medical Technician Course in Virginia, you must:

- A. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury or to assess signs and symptoms.
- B. Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, you must provide the course coordinator with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course. If you are less than 18 years of age and are affiliated with an EMS or other public safety agency you must also provide the Course Coordinator with documentation from an Officer of the agency stating that you will be covered by agency insurance while attending the course. **(Students less than 18 years of age must obtain and complete a copy of the Student Permission Form from the course coordinator of the training program and present a signed copy of the form at the state test site.)**
- C. Have no physical or mental impairment that would render him unable to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments and treatments without the need for an assistant.
- D. Hold current certification in an Office of EMS approved course in cardio-pulmonary resuscitation (CPR) at the beginning date of the certification program. This certification must also be current at the time of state testing.
- E. Not have been convicted or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:
 - 1. Have never been convicted or found guilty of any crime involving sexual misconduct where the lack of affirmative consent by the victim is an element of the crime, such as forcible rape.
 - 2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on an elderly or infirm person.
 - 3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploitation) of a person entrusted to his care or protection in which the victim is a patient or is a resident of a health care facility.
 - 4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation five years after the date of final release if no additional crimes of this type have been committed during that time.
 - 5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation five years after the date of final release if no additional felonies have been committed during that time.

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6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.

7. Have never been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national healthcare provider licensing or certifying body.

F. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.

G. If you are bridging to the EMT-Basic certification level you must hold current Virginia certification at the EMS First Responder level.

H. Be clean and neat in appearance.

I. May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class, or clinicals, while on duty or when responding or assisting in the care of a patient.

Advanced Life Support – EMT-Enhanced, EMT-Intermediate, EMT-Paramedic and RN to Paramedic Bridge

To enroll in an ALS certification program (EMT-Enhanced, EMT-Intermediate, EMT-Paramedic or RN to Paramedic Bridge) Course in Virginia, you must also comply with the following:

A. Be a minimum of 18 years of age at the beginning date of the certification program.

B. Hold current certification as an EMT or higher EMS certification level.

C. Hold, at a minimum, a high school or general equivalency diploma.

D. If you are bridging to the EMT-Intermediate certification level you must hold current Virginia certification at the EMT-Enhanced level.

E. If you are bridging to the EMT-Paramedic certification level you must hold current Virginia certification at the EMT-Intermediate level or current Virginia licensure as a Registered Nurse.

Acknowledgement - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation listed above nor participated in any other conduct which prohibits EMS course enrollment or certification. My signature below acknowledges that I have read and understand the prerequisites for course enrollment, and the listing of criminal convictions and/or misconduct that preclude individuals from EMS Certification in Virginia and verify that I am eligible for certification based upon the "Standards of Conduct" required by the Office of EMS.

Signed: _____ Date: _____

Print Name: _____ Date of Birth: ____/____/____

**THE MINIMUM AGE FOR BLS PROGRAMS IS 16 YEARS OF AGE AND THE
MINIMUM AGE FOR ALS PROGRAMS IS 18 YEARS OF AGE AT THE START DATE
OF COURSE**



**BASIC LIFE SUPPORT
STUDENT
PERMISSION FORM**
For Students Less Than
18 Years Old

109 Governor Street, Suite UB-55
Richmond, Virginia 23219
1-800-523-6019 (VA only)
804-864-7600
FAX: 804-864-7580

Dear Parent/Legal Guardian:

Your daughter/son has expressed an interest in being certified as an Emergency Medical Services Provider. The Office Of Emergency Medical Services, Virginia Department of Health requests that you take a moment to review this letter. If you have any concerns, please discuss them with your daughter/son, the EMT instructor, or someone at the Office of Emergency Medical Services. (1-800-523-6019)

The Emergency Medical Services (EMS) Basic Life Support (BLS) Course is a program, which trains people to assist injured or ill individuals outside the confines of a hospital. The curriculum used in Virginia is a nationally recognized program developed by the U.S. Department of Transportation. The curriculum requires a minimum of number of hours of classroom instruction and for Emergency Medical Technician programs an additional 10 hours of clinical experience either by hospital emergency department observation, or a ride-a-long on an ambulance. Following successful completion of a State approved course, the student is allowed to take the State Certification Examination. Passing both the written and practical aspects of the State examination certifies the student to perform the duties of an EMS provider. Because of the responsibilities placed on an EMS provider, the State of Virginia requires that anyone less than eighteen (18) years of age must have permission from their parent or legal guardian to become certified as an EMS provider in Virginia. **The individual must be at least sixteen (16) years of age before the course starts to enroll in an EMS program.**

To participate in the delivery of health care can be a very rewarding experience. However, the responsibilities of an EMS provider are great and at times extremely stressful. The balance of a patient's life may rest with the actions taken by the provider. The consequences of such situations can be positive; but can also be a source of frustration, guilt, and emotional distress. Physical injury is also a very real possibility. EMS providers are at a greater risk of exposure to infectious diseases, hazardous environments, and violent behaviors. Emergency Medical Services' training programs provide information on how to protect oneself when dealing with these hazards. However, the nature of EMS activities tends to place EMS providers in dangerous situations where the maturity and experience to deal with critical decisions is of the most importance.

By signing this document, you agree that your daughter/son has the capabilities of managing these mature matters. The Office of Emergency Medical Services welcomes all interested individuals to participate as an informed member in this very rewarding activity.

(over)

I, _____, have reviewed this letter and
(parent/guardian) (PRINT)
discussed with my daughter/son the activities associated with being an EMS provider.
Having no further questions, I consider my daughter/son,
_____, to possess the
DAUGHTER/SON NAME (PRINT)
necessary maturity to perform the duties of an Emergency Medical Services Provider
and authorize their enrollment in this
_____ course.
Name of EMS Program

SIGNED: _____ **DATE:** _____
PARENT/GUARDIAN SIGNATURE

RELATIONSHIP _____ **TO**
APPLICANT: _____

If the applicant is a member of an agency providing prehospital medical care, the endorsement of the applicant by an officer in the agency is required to insure agency insurance coverage, etc. in the event of student's course related injury or liability.

I, _____, _____ for
NAME OF OFFICER (PRINT) OFFICER TITLE
the _____
NAME OF AGENCY
have spoken to _____ and I recommend that
PARENT / GUARDIAN
_____, a member in good standing with the above NAME OF
APPLICANT

agency be allowed to take the Emergency Medical Services' BLS program for certification.

SIGNED: _____ **DATE:** _____
SIGNATURE OF OFFICER DATE

This letter must be presented to the EMT Instructor who will keep it on file with the records for the Emergency Medical Services program the above applicant has enrolled. This letter must be returned to the EMT instructor within one week after receipt by the student in order to remain in the course.

[Insert your Letterhead]

Student Immunization Checklist

Student Name: _____

Student Address: _____

Affiliating School/Agency: [Insert your agency]

The student or healthcare provider will maintain all original paperwork related to this documentation*. **Copies of immunizations and negative urine drug screen will be submitted along with this form either prior to the start of the course or on the first day of class.**

*Healthcare provider is defined as physician or other licensed healthcare professional.

Date Obtained

Required Elements

Rebeola/rubella/varicella titer indicating immunity or documentation of two (2) MMR's.

HBV immunizations or signed letter of decline of hepatitis immunizations.

TB test.

Negative urine drug screen (to include amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates and PCP). This can be obtained through Medical Laboratory's of Virginia or your own personal physician.

HEPATITIS B VACCINE PROGRAM NON-PARTICIPATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis-B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis-B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to vaccinated with the Hepatitis-B vaccine, I can receive the vaccination series at no cost to me.

Parent/Guardian Name

Date

Parent/Guardian Signature

Reason: (optional)

_____ Have already completed the Hepatitis-B vaccination series

Other:

APPENDIX C
EQUIPMENT REQUIREMENTS

EQUIPMENT REQUIREMENTS

The attached spreadsheet lists the minimum equipment required for each six (6) students to conduct an EMT-Basic course. All highlighted equipment will need to be available at the classroom for student use. Equipment not highlighted could be borrowed from the local EMS agency to reduce cost. This spreadsheet is available from the Office of EMS and will automatically calculate the number of sets required for any number of students.

EMT Equipment Requirements for EMT class of six (6) students

Objective	Equipment	Durable	Cost \$14,863.00	Durable Cost \$ 14,971.00	Disposable	Cost \$286.50	Disposable Cost \$ 354.00	Total Cost \$ 15,325.00
1-2.12	BSI Package		\$0.00	\$ -	*	\$10.00	\$ 60.00	
1-2.13 - 1-6.14	Stretcher	*	\$2,300.00	\$ 2,300.00			\$ -	
	Unit	*	\$0.00	\$ -			\$ -	
1-4.2	Skeleton	*	\$700.00	\$ 700.00			\$ -	
	Torso Model	*	\$2,500.00	\$ 2,500.00			\$ -	
	Pen Lights		\$0.00	\$ -	*	\$1.50	\$ 1.50	
1-5.36	BP Cuff Adult	*	\$17.00	\$ 51.00			\$ -	
	BP Cuff Child	*	\$17.00	\$ 17.00			\$ -	
1-5.36	Stethoscope Adult	*	\$7.00	\$ 21.00			\$ -	
	Stethoscope Child	*	\$25.00	\$ 25.00			\$ -	
	Teaching Stethoscope	*	\$25.00	\$ 25.00			\$ -	
1-6.14	Stair Chair	*	\$800.00	\$ 800.00			\$ -	
1-6.14 - 5-4.38	Long Spine Board	*	\$135.00	\$ 135.00			\$ -	
2-1.25	Airway Manikin	*	\$2,200.00	\$ 2,200.00			\$ -	
2-1.27	Suction Equipment	*	\$450.00	\$ 450.00			\$ -	
2-1.28	M to M Barrier Device (PM)	*	\$8.00	\$ 8.00			\$ -	
	One Way Values		\$0.00	\$ -	*	\$3.50	\$ 21.00	
2-1.30	BVM + Accessories	*	\$110.00	\$ 110.00			\$ -	
2-1.33	FROP vent. Device	*	\$400.00	\$ 400.00			\$ -	
2-1.35	Oral Airway set	*	\$40.00	\$ 40.00			\$ -	
2-1.36	NasoPharyngeal set	*	\$40.00	\$ 40.00			\$ -	
2-1.37	O2 tank + Regulators	*	\$200.00	\$ 200.00			\$ -	
2-1.38	NRM			\$ -	*	\$2.00	\$ 2.00	
2-1.39	NC			\$ -	*	\$0.50	\$ 0.50	
2-1.40	Infant Airway Manikin	*	\$400.00	\$ 400.00			\$ -	
	Child Airway Manikin	*	\$450.00	\$ 450.00			\$ -	
	Adult Airway Manikin		\$675.00	\$ 675.00				
	Infant BVM	*	\$140.00	\$ 140.00			\$ -	
	Child BVM	*	\$100.00	\$ 100.00			\$ -	
3-7.11	2 way Communication Set	*	\$50.00	\$ 50.00			\$ -	
3-8.11	PPCR			\$ -			\$ -	
4-1.7	NTG props			\$ -	*		\$ -	
	Epi-pens Trainers	*	\$15.00	\$ 15.00			\$ -	
	MDI Trainers	*	\$6.00	\$ 6.00			\$ -	
	MDI Trainers Actuators			\$ -	*		\$ -	
4-3.48	AED Trainers	*	\$325.00	\$ 325.00			\$ -	
	CPR Manikins (A-C-I)	*	\$350.00	\$350.00			\$ -	
4-4.8	Oral Glucose		\$0.00	\$ -	*	\$8.00	\$ 8.00	
4-6.10	Activated Charcoal		\$0.00	\$ -	*	\$5.00	\$ 5.00	
4-7.9	Thermal Blankets	*	\$3.00	\$ 3.00			\$ -	
4-9.20	OB Manikins	*	\$900.00	\$900.00			\$ -	
	OB Kits			\$ -	*	\$10.00	\$ 10.00	
5-1.12	Roller Gauze			\$ -	*	\$50.00	\$ 50.00	
	Dressings			\$ -	*	\$50.00	\$ 50.00	
	Cravets			\$ -	*	\$21.00	\$ 21.00	
	tape			\$ -	*	\$30.00	\$ 30.00	
5-1.14	Tourniquets		\$0.00	\$ -	*	\$15.00	\$ 15.00	
5-2.29	Ice Packs			\$ -	*	\$40.00	\$ 40.00	
5-2.31 - 5-2.32	Occlusive Dressings			\$ -	*	\$5.00	\$ 5.00	
5-3.11	Set of Padded Splints	*	\$50.00	\$ 50.00			\$ -	
	Traction Splints	*	\$175.00	\$ 175.00			\$ -	
	Blankets	*	\$13.00	\$ 13.00			\$ -	
	Pillows	*	\$0.00	\$ -			\$ -	
	PASG	*	\$600.00	\$ 600.00			\$ -	
5-1.38	Spider Strap Set	*	\$90.00	\$ 90.00			\$ -	
	CID set	*	\$120.00	\$ 120.00			\$ -	
	Cervical Collar Set	*	\$45.00	\$ 45.00			\$ -	
5-1.39	Short Spinal Immobilization	*	\$150.00	\$ 150.00			\$ -	
5-4.41	Bike Helmets	*	\$30.00	\$ 30.00			\$ -	
	Motor Cycle Helments	*	\$200.00	\$ 200.00			\$ -	
7-3.16	Triage Tag Sets		\$0.00	\$ -	*	\$0.00	\$ -	
Other Items	Gloves		\$0.00	\$ -	*	\$15.00	\$ 15.00	
	Tongue Blades		\$0.00	\$ -	*	\$10.00	\$ 10.00	
	Lubricant		\$0.00	\$ -	*	\$10.00	\$ 10.00	
	Sterile Solutions	*	\$2.00	\$ 2.00			\$ -	
	Jump Bag	*	\$60.00	\$ 60.00				